

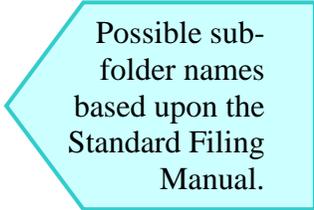
Data Management Concepts

The crew share on the server is used to store both active and inactive project data. A ***data steward*** is charged with the responsibility for removing non-active data from active data folder structures and archiving non-active data to other media on an established frequency.

One example of a folder structure that helps to accomplish the separation and archival of inactive data is:

[\\servername\crewXXXX\DATA](#)

- Admin
 - Budget
 - Computers
 - Communication
 - Facilities
 - Forms
 - Personnel
 - Supplies and Equipment
 - Travel
- Projects
 - XXXXX_Projectname
 - CON 5-02 Correspondence
 - CON 5-14 Right_of_Way
 - CON 5-21 Stakes_Lines_Grades
 - preliminary_key_XXXXX_Projectname
 - key_XXXXX_Projectname
 - DAP
 - PSandE
 - Reports
 - Final_Plans



Possible sub-folder names based upon the Standard Filing Manual.

[\\servername\crewXXXX\ARCHIVE](#)

- XXXXX_Projectname

In this example structure, active data is separated into two major sub-categories of administrative or office data and project-related data. Within the project data, when a project is in preliminary development, the main folder is named with the key number; when the project goes to bid, it receives a contract numbered folder name and the preliminary data is moved beneath it and renamed. Project data stays active in the DATA folder until around the time of 3rd note, when it could be moved to the ARCHIVE share. When the expenditure account closes, the non-active data is then written to other media (USB external drive) and removed from the server.

The F:\ drive (personal server share) is used to store active project data that is actively being worked on by an individual - these are also known as "working documents". An F:\ drive should not contain a folder name that includes the following:

"old", "backup", "C drive", "D Drive", "usr", "share", or "archive".

The folder names listed above indicate that the data originated in a different location or is not active. The contents of folders like these are typically convenience copies that become inconvenient because they interfere with visual and manual search tools. Copies of data take up costly data storage space on a server. ***Each data owner is charged with the responsibility*** for removing non-active data from an F:\ drive and ensuring that convenience copies (duplicates) are not created on a server resource. A well-organized data structure will find only one copy of any file within individual server shares and the crew share.

Using the example structure above, working documents created by individuals would be placed into the project documentation folders after they were downloaded or created in the F:\ drive. ***Each contributor to a crew share is responsible*** for moving project data into the crew share on the frequency that your office decides. Contributors should not maintain convenience copies of project documentation on a personal server share. The frequency of placing files in the crew share may be different for different types of data.

ROLES:

Data Steward (crew server shares) - Responsible for maintaining folder structure in crew share. Ensures that data is filed in the correct location. Separates inactive data from active and archives inactive data to other media.

Data Owner (personal server share) - Responsible for storing working documents in organized folder structure. Removes inactive data from F:\ drive.

Contributor - A Data Owner who contributes to project files on the crew server share. Keeps convenience copies and personal electronic files in C:\work or on a local computer desktop where they are not backed up to the server.

Admin Data Steward (optional) - Responsible for management of data related to office and personnel documentation that has limited accessibility by most crew members.

Data Server Administrator (all ODOT data servers) - Information Systems employee who is responsible for monitoring overall health and availability to networked data storage resources. Works with Data Stewards to address storage space and/or rapid growth issues and provides metrics to Data Stewards to help them address individual points of resource contention (i.e. age of data); also provides guidance to Data Stewards to ensure adherence to Data Management Policies and Guidelines.